

BOARD OF SELECTMEN
October 18, 2004
Meeting Hall – Town Hall

SEVENTEENTH EMPLOYEE RECOGNITION PROGRAM:

The following employees were recognized for service to the Town of Ellington:

10 Years – Cynthia Lacaprucia, Town Clerk
20 Years – Maureen O'Neil, Administrative Secretary II
20 Years – Rosario Raia, Crew Chief
25 Years – Allan Lawrence, Fire Marshal (not in attendance)

BOARD OF SELECTMEN MEETING:

SELECTMEN PRESENT: Peter Charter, Dennis Frawley, Mark Leighton, Dennis Milanovich,
Michael Stupinski and Nancy Way

SELECTMEN ABSENT: A. Leo Miller

OTHERS PRESENT: Hartford Courant Reporter: R. Labossiere; North Central News
Reporter: M. Van Kuren

I. CALL TO ORDER:

First Selectman Milanovich called the meeting of the Board of Selectmen (BOS) to order at 7:40 p.m.

II. CITIZENS' FORUM: No one came forward.

III. APPROVAL OF MINUTES:

A. September 20, 2004 Special Town Meeting:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED [AYE: WAY/FRAWLEY/LEIGHTON/
MILANOVICH; ABSTAINED: CHARTER/STUPINSKI] TO APPROVE THE SEPTEMBER 20,
2004 SPECIAL TOWN MEETING MINUTES.

B. September 20, 2004 Board of Selectmen Regular Meeting:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED [AYE: WAY/FRAWLEY/LEIGHTON/
MILANOVICH; ABSTAINED: CHARTER/STUPINSKI], TO APPROVE SEPTEMBER 20, 2004
BOARD OF SELECTMEN REGULAR MEETING MINUTES.

C. October 6, 2004 Board of Selectmen Special Meeting

This item was tabled to the November 15, 2004 BOS Meeting.

IV. UNFINISHED BUSINESS:

A. Conservation Commission Status – Shawn Costello, Chairman

Mr. Costello was not in attendance. This item will be placed on the November 15, 2004 agenda.

V. NEW BUSINESS:

MOVED (FRAWLEY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADD TO NEW BUSINESS, ITEM G, *RESIGNATION – LORI COLBERT, DEPUTY TAX COLLECTOR*.

A. Tax Refunds/Abatements:

MOVED (FRAWLEY), SECONDED (STUPINSKI) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$1,501.32, AS RECOMMENDED BY THE TAX COLLECTOR IN THE *REVISED* REFUNDS/ABATEMENTS STATEMENT.

B. Adoption of *Policy Statement on Safety*.

MOVED (FRAWLEY), SECONDED (LEIGHTON) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADOPT THE POLICY STATEMENT ON SAFETY, AS SUBMITTED.

C. Personnel Rules and Regulations Revisions – Final Draft

Mr. Milanovich recommended tabling the adoption of the Personnel Rules and Regulations until the November 15, 2004 meeting in order to give the BOS and staff time to review the document and submit their comments. The BOS members requested a marked up copy showing the changes to the document. Mr. Milanovich stated that he will provide a document with annotations within the next 10 days.

D. Approve Revised Job Descriptions:

Mr. Milanovich stated that the Union recently sent a letter acknowledging the changes to the job description for the Land Use Assistant and the Administrative Secretary II in the Planning Office. In addition, Mr. Davis made some minor revisions to the job descriptions approved by the BOS on June 21, 2004. Mr. Charter requested a copy of the job descriptions showing the changes.

1. Land Use Assistant, Planning Department:

MOVED (FRAWLEY), SECONDED (WAY) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE JOB DESCRIPTION FOR LAND USE ASSISTANT, AS SUBMITTED.

2. Administrative Secretary II, Planning Department:

MOVED (FRAWLEY), SECONDED (WAY) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE JOB DESCRIPTION FOR ADMINISTRATIVE SECRETARY II FOR PLANNING DEPARTMENT, AS SUBMITTED.

E. Acceptance of Portion of School House Road:

MOVED (FRAWLEY), SECONDED (LEIGHTON) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, THAT UPON RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION THAT A PORTION OF SCHOOL HOUSE ROAD, AS DEFINED ON THE DEED **ATTACHED** TO THAT RECOMMENDATION AND THESE MINUTES, THIS BOARD ACCEPTS SAID ROAD AS TOWN ROAD AND AUTHORIZES THE TOWN PLANNER TO RECORD THE TENDERED DEED PURSUANT TO THIS AUTHORIZATION AND THE SUBDIVISION REGULATIONS.

F. Update on Status of Plan of Conservation and Development:

MOVED (FRAWLEY), SECONDED (WAY) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO RECOMMEND THAT THE PLANNING AND ZONING COMMISSION REVIEW, REVISE AND UPDATE THE TOWN OF ELLINGTON PLAN OF CONSERVATION AND DEVELOPMENT IN ACCORDANCE WITH THE BUILD-OUT ANALYSIS AND OTHER PLANNING DOCUMENTS COMMISSIONED BY THE TOWN INCLUDING FIRE EMERGENCY STUDY AND CRYSTAL LAKE WATER QUALITY ANALYSIS AND TO SUBMIT A BUDGET AND TIMETABLE FOR THIS REVISION TO THE BOARD OF SELECTMEN BY JANUARY 10, 2005.

G. Resignation – Lori Colbert, Deputy Tax Collector:

Mr. Milanovich reported that Ms. Colbert submitted her resignation as she is moving out of state.

MOVED (FRAWLEY), SECONDED (WAY) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ACCEPT, WITH REGRET, THE RESIGNATION OF LORI COLBERT, DEPUTY TAX COLLECTOR.

VI. ADMINISTRATIVE REPORTS: So noted.

VII. SELECTMEN COMMITTEE REPORTS:

- A. Personnel Committee
 - 1. Resignations: None.
 - 2. Recommended Appointments:

MOVED (STUPINSKI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPOINT CAROLYN COOK TO THE SENIOR CENTER ENDOWMENT FUND COMMITTEE FOR A ONE-YEAR TERM TO OCTOBER 31, 2005.

MOVED (STUPINSKI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, APPOINT ROSE PARENT TO THE SENIOR CENTER ENDOWMENT FUND COMMITTEE FOR A TWO-YEAR TERM TO OCTOBER 31, 2006.

MOVED (STUPINSKI), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, APPOINT WILLIAM ENES, JR. TO THE SENIOR CENTER ENDOWMENT FUND COMMITTEE FOR A THREE-YEAR TERM TO OCTOBER 31, 2007.

MOVED (STUPINSKI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, APPOINT BRIAN KENNY AND JOHN WHIDDEN TO THE AD HOC TAX RELIEF FOR ELDERLY/DISABLED COMMITTEE TO SEPTEMBER 30, 2005.

MOVED (STUPINSKI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, APPOINT JANE HARRINGTON TO THE CULTURAL ARTS COMMISSION TO FEBRUARY 29, 2008.

VII. SELECTMEN LIAISON REPORTS:

Mr. Charter asked if the EDC has made any recommendations regarding tax abatement for farm buildings. Mr. Milanovich stated that he will look into it and report back.

Mr. Leighton commented favorably on the new Town website and asked if the BOS and other boards/commissions would be able to get email with the Town's address. Mr. Milanovich will make arrangements with Fuss & O'Neill to establish email addresses for the BOS. He reminded the BOS that they will be responsible for checking their mail on a periodic basis. Mr. Charter did not want an email address.

Mr. Charter asked if the bids were opened for the Crystal Lake Fire Truck. Mr. Milanovich reported that 9 bids were opened at 5:30 p.m. this evening. He will send the results to the BOS as soon as it is received in his office. The Crystal Lake Fire Department will examine and analyze all the bids and send their recommendation to the BOS.

IX. FIRST SELECTMAN'S REPORT: None.

X. CORRESPONDENCE:

- A. 9/20/04 – Thank-you note to Public Works Department: So noted.
- B. 10/06/04 – Memo from Town Planner – Sewer Extension Project: So noted.
- C. 09/30/04 – Letter from Department of Labor re: Council 4, AFSCME, Case No ME-24949: Mr. Milanovich stated that a meeting has been scheduled for October 25, 2004 to discuss the possibility of organization.

XI. EXECUTIVE SESSION: For the Purpose of Discussing Client/Attorney Communication

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO GO INTO EXECUTIVE SESSION AT 8:16 P.M.

MOVED (STUPINSKI), SECONDED (WAY) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO COME OUT OF EXECUTIVE SESSION AT 8:52 P.M.

XII. ADJOURNMENT:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 8:52 P.M.

Submitted by _____ Approved by _____